

WEST PORT

**COMMUNITY DEVELOPMENT
DISTRICT**

October 10, 2023

BOARD OF SUPERVISORS

**PUBLIC HEARINGS AND
REGULAR MEETING
AGENDA**

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

AGENDA

LETTER

West Port Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

October 3, 2023

Board of Supervisors
West Port Community Development District

Dear Board Members:

The Board of Supervisors of the West Port Community Development District will hold Public Hearings and a Regular Meeting on October 10, 2023 at 12:30 p.m., at the Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, Florida 33950. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Greg Meath's Notice of Intent to Decline Appointment to Board Seat [Seat 1]
4. Consider Appointment to Fill Unexpired Term of Seat 1; *Term Expires November 2024*
 - Administration of Oath of Office to Appointed Supervisor (*the following will be provided in a separate package*)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - D. Form 8B: Memorandum of Voting Conflict
5. Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date
6. Public Hearing to Hear Public Comments and Objections to the Adoption of a Rule Regarding Use of District Property and Trespass Enforcement, Pursuant to Sections 120.54 and 190.035, Florida Statutes

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

NOTE: Meeting Location

- A. Affidavits of Publication
 - B. Consideration of Resolution 2024-02, Adopting a Rule Regarding Use of District Property; Providing Trespass Enforcement Authority; Authorizing the Issuance of a Letter Regarding the Same; Providing a Severability Clause; and Providing an Effective Date
7. Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules for Parking and Parking Enforcement, Pursuant to Sections 120.54 and 190.035, Florida Statutes
- A. Affidavits of Publication
 - B. Consideration of Resolution 2024-03, Adopting Policies Relating to Overnight Parking and Parking Enforcement and Providing for Severability and an Effective Date
8. Discussion: Location(s) for Fiscal Year 2024 Meetings
- Consideration of Resolution 2024-04, Adopting the Annual Meeting Schedule for Fiscal Year 2023/2024 and Providing for an Effective Date
9. Ratification Items
- A. Quit Claim Deed (KL JAX WP LLC)
 - B. Holland Enterprises Estimate 48447 (Front Entry Monument Repair)
 - C. Rostan Invoice 7638 (TO-01: DR-4673 Grants Management)
 - D. Irrigation Technical Services (Hoover Filter Cleaning)
10. Acceptance of Unaudited Financial Statements as of August 31, 2023
11. Approval of August 8, 2023 Public Hearings and Regular Meeting Minutes
12. Staff Reports
- A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: *Morris Engineering and Consulting, LLC*
 - C. Field Operations: *Evergreen Lifestyle Management, LLC*
 - D. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: November 14, 2023 at 12:30 PM

○ QUORUM CHECK

SEAT 1		<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 2	JIM MANNERS	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 3	PAUL MARTIN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 4	CANDICE BAIN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 5	CHRISTIAN COTTER	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO

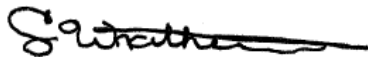
13. Board Members' Comments/Requests

14. Public Comments

15. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Kristen Suit at (410) 207-1802.

Sincerely,



Craig Wrathell
 District Manager

FOR BOARD AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 943 865 3730

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

3

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the West Port Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to appoint and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WEST PORT COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. The following is/are appointed as Officer(s) of the District effective October 10, 2023:

_____ is appointed Chair

_____ is appointed Vice Chair

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of October 10, 2023:

Greg Meath Assistant Secretary

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Kristen Suit is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 10TH DAY OF OCTOBER, 2023.

ATTEST:

**WEST PORT COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

6A



**NOTICE OF RULE
DEVELOPMENT BY
THE WEST PORT
COMMUNITY DEVELOPMENT
DISTRICT**

In accordance with Chapters 190 and 120, Florida Statutes, the West Port Community Development District ("District") hereby gives notice of its intention to adopt its Rules Relating to Use of District Property and Trespass Enforcement ("Use of District Property Rules") which govern the operation of the District's stormwater facilities and other properties. The Use of District Property Rules will address certain revisions to the District's rules and policies governing the operation of the District's stormwater facilities and other properties.

The purpose and effect of the Use of District Property Rules are to provide for efficient and effective District operations of the District's stormwater facilities and other properties by setting policies, regulations, rates and fees to implement the provisions of Section 190.035, Florida Statutes. Specific legal authority for the rules includes Sections 190.035(2), 190.011(5), 190.012, 120.54, 120.69 and 120.81, Florida Statutes (2020).

A public hearing will be conducted by the District on October 10, 2023 at 12:30 p.m., at the Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, FL 33950. A copy of the proposed rules and policies may be obtained by contacting the District Manager at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010.

Kristen Suit
District Manager
Publish: 09/10/23
426749 3902951

**PUBLISHER'S AFFIDAVIT OF
PUBLICATION STATE OF FLORIDA COUNTY
OF CHARLOTTE:**

Before the undersigned authority personally appeared Melinda Prescott, who on oath says that she is the Legal Advertising Representative of The Daily Sun, a newspaper published at Charlotte Harbor in Charlotte County, Florida; that the attached copy of advertisement, being a Legal Notice that was published in said newspaper in the issue(s)

09/10/23

as well as being posted online at www.yoursun.com and www.floridapublicnotices.com.

Affiant further says that the said newspaper is a newspaper published at Charlotte Harbor, in said Charlotte County, Florida, and that the said newspaper has heretofore been continuously published in said Charlotte County, Florida, Sarasota County, Florida and DeSoto County, Florida, each day and has been entered as periodicals matter at the post office in Punta Gorda, in said Charlotte County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

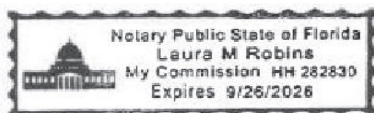
Melinda Prescott

(Signature of Affiant)

Sworn and subscribed before me this 11th day of
September, 2023

Laura M Robins

(Signature of Notary Public)



Personally known OR Produced Identification



PUBLISHER’S AFFIDAVIT OF PUBLICATION STATE OF FLORIDA COUNTY OF CHARLOTTE:

Before the undersigned authority personally appeared Melinda Prescott, who on oath says that she is the Legal Advertising Representative of The Daily Sun, a newspaper published at Charlotte Harbor in Charlotte County, Florida; that the attached copy of advertisement, being a Legal Notice that was published in said newspaper in the issue(s)

09/11/23

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Affiant further says that the said newspaper is a newspaper published at Charlotte Harbor, in said Charlotte County, Florida, and that the said newspaper has heretofore been continuously published in said Charlotte County, Florida, Sarasota County, Florida and DeSoto County, Florida, each day and has been entered as periodicals matter at the post office in Punta Gorda, in said Charlotte County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

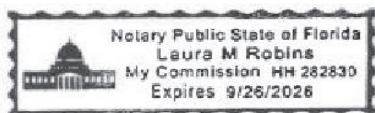
Melinda Prescott

(Signature of Affiant)

Sworn and subscribed before me this 11th day of September, 2023

Laura M Robins

(Signature of Notary Public)



Personally known X OR Produced Identification

NOTICE OF RULEMAKING FOR USE OF DISTRICT PROPERTY AND TRESPASS ENFORCEMENT BY WEST PORT COMMUNITY DEVELOPMENT DISTRICT

A public hearing will be conducted by the Board of Supervisors (“Board”) of the West Port Community Development District (“District”) on October 10, 2023, at 12:30 p.m., at the Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, FL 33950. In accordance with Chapters 190 and 120, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rule Regarding Use of District Property and Trespass Authorization (“Rule.”) The public hearing will provide an opportunity for the public to address proposed rules for use of district property and trespass enforcement.

The proposed rules may be amended at the public hearing pursuant to discussion by the Board and public comment. The purpose and effect of the Rule is to provide for efficient District operations as provided for in Section 190.035, Florida Statutes. A copy of the proposed rules and additional information on the public hearing may be obtained by contacting the District Manager at Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010. Specific legal authority for the rule includes Sections 190.011, 190.012(3), 190.035(2), 190.011(5) and 120.54, Florida Statutes. Prior Notice of Rule Development was published in the Charlotte Sun on September 10, 2023.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice.

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at the public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, one or more Supervisors or staff may participate in the public hearing by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this hearing is asked to advise the District Manager at least forty-eight (48) hours before the hearing by contacting Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010 (“District Manager’s Office”). If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Manager’s Office.

District Manager
Publish: 09/11/23
426749 3902953

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

6B

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT ADOPTING A RULE REGARDING THE USE OF DISTRICT PROPERTY; PROVIDING TRESPASS ENFORCEMENT AUTHORITY; AUTHORIZING THE ISSUANCE OF A LETTER REGARDING THE SAME; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the West Port Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District;

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted improvement plan and Chapter 190, *Florida Statutes*;

WHEREAS, the District owns certain real property, including but not limited to stormwater retention ponds comprising a portion of the District's stormwater management system ("**Stormwater Management System**"), conservation and mitigation areas, common areas and open spaces (collectively, "**District Property**");

WHEREAS, the Stormwater Management System primarily serves to facilitate the treatment and attenuation of stormwater run-off and overflow, and District Property is not intended or maintained for recreational activities;

WHEREAS, the District desires to adopt a formal Rule regarding the use of the District Property (the "**Rule**");

WHEREAS, the District determines that the Rule is in the best interests of the District to protect the health, safety and welfare of persons present on District Property; and

WHEREAS, the District desires to secure the assistance of the Charlotte County Sheriff's Office or such other law enforcement agencies as may be available, to prevent trespassing on District Property in contravention of the Rule.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT:

1. ADOPTION OF RULE REGARDING USE OF DISTRICT PROPERTY. The Board hereby adopts the Rule attached hereto as **Exhibit 1** prohibiting recreational and other activities on District Property, including but not limited to fishing, boating or any other watercraft use, wading or swimming, and the use of unauthorized vehicles.

2. AUTHORITY REGARDING ENFORCEMENT OF TRESPASS LAWS; FORM OF TRESPASS LETTER. The Board hereby acknowledges that District Staff, including the District's Manager and any of the staff or representatives of the District Manager, have the authority to act on behalf of the District with respect to the enforcement of the District's rules and policies, including but not limited to taking any actions

necessary to the enforcement and/or prosecution of a trespass violation on behalf of the District and pursuant to Florida law. In addition, the Board hereby authorizes the District Manager to issue to District's residents and to the Charlotte County Sherriff's Office a copy of this resolution and the attached trespass letter – substantially in the form attached as **Exhibit 2** – providing authorization with respect to the enforcement of trespass laws as they relate to the District's prohibition of activities within the District Property.

3. GENERAL AUTHORIZATION. The Chairman, members of the Board of Supervisors and District staff are hereby generally authorized, upon the adoption of this Resolution, to do all acts and things required of them by this Resolution or desirable or consistent with the requirements or intent hereof.

4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

5. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the West Port Community Development District.

PASSED AND ADOPTED on the ____ day of _____, 2023.

ATTEST:

WEST PORT COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT 1: Rule Regarding Use of District Property

EXHIBIT 2: Letter Regarding Trespass Enforcement

EXHIBIT 1

In accordance with Chapters 190 and 120, *Florida Statutes*, and on October 10, 2023, at a duly noticed public meeting and after a duly noticed public hearing, the Board of Supervisors of the West Port Community Development District adopted the following Rule regarding use of District Property. All prior policies of the District governing this subject matter are hereby rescinded.

RULE REGARDING USE OF DISTRICT PROPERTY AND TRESPASS AUTHORIZATION

Introduction

1. The West Port Community Development District (the “**District**”) owns certain real property, including but not limited to stormwater retention ponds (“**Ponds**”) comprising a portion of the District’s stormwater management system (“**Stormwater Management System**”), conservation and mitigation areas, common areas and open spaces (“**District Property**”).
2. The Ponds, as identified in **Attachment A** attached hereto, are components of the Stormwater Management System and are designed to function as retention ponds to facilitate the District’s treatment of stormwater run-off and overflow. As a result, contaminants may be present in the water. The Stormwater Management System is not intended or maintained for recreational purposes.
3. The District’s conservation and mitigation areas, common areas and open spaces are not intended or maintained for recreational use by motorized vehicles.
4. Nothing herein shall prohibit or limit the District’s ability to operate and maintain District Property consistent with the requirements of the applicable permits and approvals, and applicable law.
5. The District is not responsible for injury or damage to persons or property, including accidental death, resulting from the use of District Property.

Use of District’s Stormwater Management System

1. Fishing, swimming or wading, boating or use of other watercrafts (whether motorized or non-motorized), or other recreational activities in the Stormwater Management System by any person is prohibited.
2. Pets are not allowed in the Stormwater Management System.
3. No docks or other structures, whether permanent or temporary, may be constructed and placed in or around the Stormwater Management System unless properly permitted and approved by the District and other applicable governmental agencies.
4. No foreign materials may be disposed of in the Stormwater Management System, including, but not limited to: tree branches, paint, cement, oils, soap suds, building materials, chemicals, fertilizers, or any other material that is not naturally occurring or which may be detrimental to the system.
5. Any hazardous condition concerning the Stormwater Management System must immediately be reported to the District Manager and the proper authorities.

6. Property owners and residents are responsible for their tenants', guests' and invitees' adherence to these policies.

Unauthorized Vehicle Use on District Property

1. The District prohibits the use of unauthorized vehicles on District Property.

Trespass Authorization

1. District Staff, including the District's and any of the staff or representatives of the District Manager, have the authority to act on behalf of the District with respect to the enforcement of the District's rules and policies, including but not limited to taking any actions necessary to the enforcement and/or prosecution of a trespass violation on behalf of the District and pursuant to Florida law.
2. In addition, the District Manager is authorized to issue to the District's residents and to the Charlotte County Sherriff's Office a trespass letter, providing authorization with respect to the enforcement of trespass laws as they relate to the District's prohibition of activities within the Stormwater Management System or on District Property.

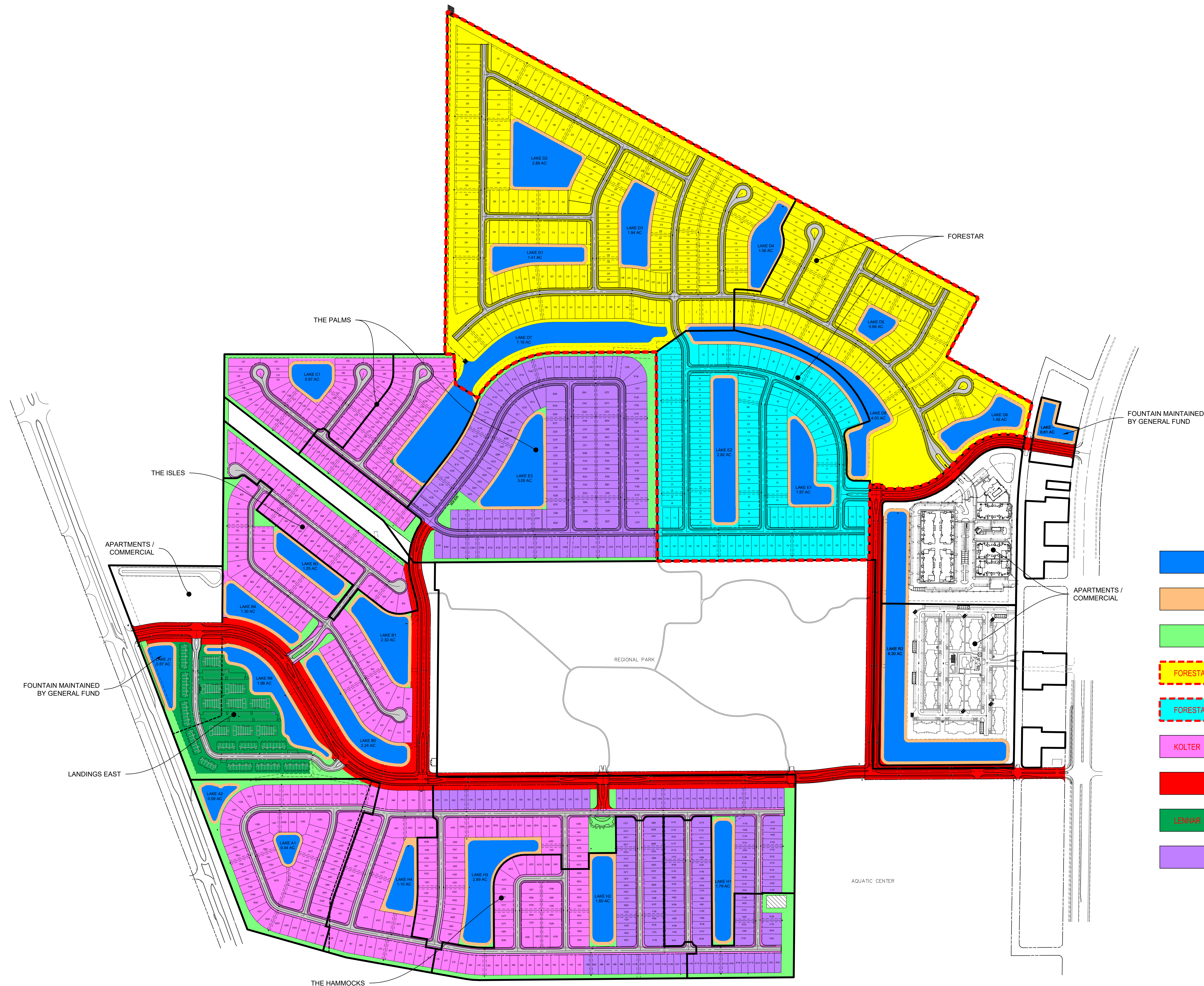
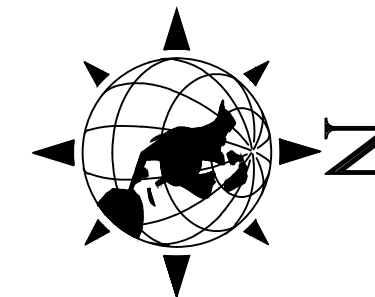
Additional Enforcement; Penalties/Fines

For any violation of this Rule, and pursuant to Sections 190.012(3), 120.69, F.S., the District shall have the right to impose a fine of up to the amount of \$1,000 per violation and collect such fine and attorney's fees as provided pursuant to Florida law.

Severability

If any section, paragraph, clause or provision of this Rule shall be held to be invalid or ineffective for any reason, the remainder of this Rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

ATTACHMENT A: MAP OF DISTRICT STORMWATER PONDS



- = STORMWATER PONDS (GENERAL FUND)
- = STORMWATER POND BANK MOWING PAID BY GENERAL FUND W/ EXCEPTION OF FORESTAR. FORESTAR IS PAID BY HOA.
- = LANDSCAPE BUFFER AREAS PAID OUT OF SPECIAL REV. FUND
- = CDD OWNS/MAINTAINS = PAID BY HOA W/ EXCEPTION OF POND BANK MOWING
- = CDD OWNS/MAINTAINS = PAID BY HOA W/ EXCEPTION OF POND BANK MOWING
- = CDD OWNS/MAINTAINS = PAID BY GENERAL FUND & SPECIAL REVENUE FUND
- = ROADWAYS PAID BY GENERAL FUND W/ EXCEPTION OF FORESTAR & APTS/COMM. FORESTAR IS PAID BY HOA. APTS/COMM OWNERS RESPONSIBILITY.
- = CDD OWNS/MAINTAINS = PAID BY GENERAL FUND & SPECIAL REVENUE FUND
- = NOT MAINTAINED

Source: 5/12/2023 3:26:05 PM CONKSON | Path: 6/19/2023 1:56:08 PM CONKSON | Z:\MURDOCK VILLAGE\ENGINEERING\EXHIBITS\2022-11-08 (MAINTENANCE EXHIBIT 0A)\WEST-0A-MAINT.DWG.dwg

NO.	DATE	REVISION DESCRIPTION	BY

M

MORRIS ENGINEERING AND CONSULTING, LLC
 Civil Engineering and Land Development Consulting
6997 Professional Parkway East, Suite B, Lakewood Ranch, Florida 34240 C.A.28780 941-444-6644 www.morrisengineering.net

DATE MARCH, 2020	PROJECT
DRAWING WSPT-0A-MAINT	CHECKED
DRAWN CEJ	CHECKED

MAINTENANCE MAP
WEST PORT
 CHARLOTTE COUNTY, FLORIDA

SCALE 1" = 300'	SHEET 1 OF 1
SEC-TWP-RNG	

MATTHEW J. MORRIS
 FL LICENSE NO. 68434

EXHIBIT 2

WEST PORT COMMUNITY DEVELOPMENT DISTRICT

Wrathell, Hunt and Associates, LLC

2300 Glades Road, Suite 410W

Boca Raton, FL 33431

Office: 561-571-0010

October 10, 2023

Charlotte County Sheriff's Office
7474 Utilities Road
Punta Gorda, Florida 33982

Re: West Port Community Development District Authorization for
Law Enforcement Officers to Enforce Trespass Violations

To Whom It May Concern:

I serve as District Manager for the West Port Community Development District (the "**District**") and am authorized to issue this letter on behalf of the District. Pursuant to District Resolution 2024-02, a copy of which is enclosed with this letter, please be advised that:

1. The District's policies forbid recreational and other activities on District property, including but not limited to fishing, swimming and boating on the stormwater retention ponds and the use of unauthorized vehicles on District property; and
2. The District hereby authorizes any law enforcement officer to order trespassers to leave the District's property for violation of the District's Rule (as stated in Item 1 above), and to otherwise enforce the provisions of Sections 810.08 and 810.09, *Florida Statutes*, and any other applicable law against any such trespassers; and
3. The following are authorized to contact law enforcement officers in Charlotte County, Florida and provide this written authorization to law enforcement officers for the purpose of enforcing the District's Rule (as stated in Item 1 above) and Florida law: (a) Kristen Suit, the District's Manager, with Wrathell, Hunt and Associates, LLC; and (b) any of the staff or representatives of the District Manager; and
4. The Board of Supervisors and staff of the West Port Community Development District will aid in the prosecution of any individuals arrested pursuant to this grant of authority.

Should you have any questions regarding this authorization, please contact me at (561) 571-0010.

Sincerely,

Kristen Suit
District Manager

Enclosure A: Resolution 2024-02 (with attachments)

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

7A



NOTICE OF RULE DEVELOPMENT BY THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT

In accordance with Chapters 190 and 120, Florida Statutes, the West Port Community Development District ("District") hereby gives notice of its intention to adopt its Rules Relating to Overnight Parking and Parking Enforcement ("Parking and Towing Rules") which govern the operation of the District's amenity facilities and other properties. The Parking and Towing Rules will address certain revisions to the District's rules and policies governing the operation of the District's amenity facilities and other properties.

The purpose and effect of the Parking and Towing Rules are to provide for efficient and effective District operations of the District's amenity facilities and other properties by setting policies, regulations, rates and fees to implement the provisions of Section 190.035, Florida Statutes. Specific legal authority for the rules includes Sections 190.035(2), 190.011(5), 190.012, 120.54, 120.69 and 120.81, Florida Statutes (2020).

A public hearing will be conducted by the District on October 10, 2023 at 12:30 p.m., at the Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, FL 33950. A copy of the proposed rules and policies may be obtained by contacting the District Manager at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010.

Kristen Suit
District Manager
Publish: 09/10/23
426749 3902950

PUBLISHER'S AFFIDAVIT OF PUBLICATION STATE OF FLORIDA COUNTY OF CHARLOTTE:

Before the undersigned authority personally appeared Melinda Prescott, who on oath says that she is the Legal Advertising Representative of The Daily Sun, a newspaper published at Charlotte Harbor in Charlotte County, Florida; that the attached copy of advertisement, being a Legal Notice that was published in said newspaper in the issue(s)

09/10/23

as well as being posted online at www.yoursun.com and www.floridapublicnotices.com.

Affiant further says that the said newspaper is a newspaper published at Charlotte Harbor, in said Charlotte County, Florida, and that the said newspaper has heretofore been continuously published in said Charlotte County, Florida, Sarasota County, Florida and DeSoto County, Florida, each day and has been entered as periodicals matter at the post office in Punta Gorda, in said Charlotte County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

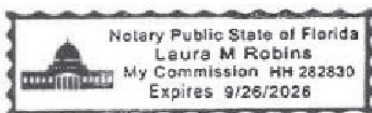
Melinda Prescott

(Signature of Affiant)

Sworn and subscribed before me this 11th day of September, 2023

Laura M Robins

(Signature of Notary Public)



Personally known OR Produced Identification



PUBLISHER’S AFFIDAVIT OF PUBLICATION STATE OF FLORIDA COUNTY OF CHARLOTTE:

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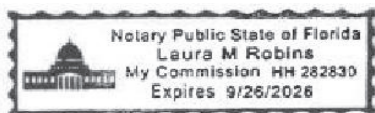
Melinda Prescott

(Signature of Affiant)

Sworn and subscribed before me this 11th day of September, 2023

Laura M Robins

(Signature of Notary Public)



Personally known X OR Produced Identification

NOTICE OF RULEMAKING BY THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT

A public hearing will be conducted by the Board of Supervisors (“Board”) of the West Port Community Development District (“District”) on October 10, 2023, at 12:30 p.m., at the Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, FL 33950.

In accordance with Chapters 190 and 120, Florida Statutes, the District hereby gives the public notice of its intent to adopt Rules Relating to Overnight Parking and Parking Enforcement (“Parking and Towing Rules”) which govern the operation of the District’s amenity facilities and other properties.

The purpose and effect of the Parking and Towing Rules is to provide for efficient and effective District operations of the District’s amenities facilities and properties by setting policies, regulations, rates and fees to implement the provisions of Section 190.035, Florida Statutes. Prior Notice of Rule Development was published in the Charlotte Sun on September 10, 2023.

The Parking and Towing Rules will address certain revisions to the District’s rules and policies governing the operation of the District’s amenity facilities and other properties.

Specific legal authority for the rule includes Sections 190.035(2), 190.011(5), 190.012, 120.54, 120.69 and 120.81, Florida Statutes (2020).

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice.

A HEARING WILL BE HELD AT THE TIME, DATE, AND PLACE SHOWN BELOW:

TIME AND DATE: 12:30 PM on October 10, 2023

PLACE: Punta Gorda Charlotte Library
401 Shreve St.
Punta Gorda, Florida 33950

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing

held in response to a request for such a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based.

One or more Supervisors may participate in the public hearing by telephone. At the above location, if a public hearing is requested, there will be present a speaker telephone so that any interested party can attend the public hearing at the above location and be fully informed of the discussions taking place either in person or by speaker telephone device.

A copy of the proposed Parking and Towing Rules may be obtained by contacting the District Manager at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010.

Kristen Suit
District Manager
Publish: 09/11/23
426749 3902952

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

7B

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT ADOPTING POLICIES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the West Port Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Charlotte County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, the Board of Supervisors of the District (“Board”) is authorized by Section 190.012(2), *Florida Statutes*, to provide for the operation of roadways, parks and recreational facilities and security for the same, which authorization includes contracting with a towing operator provided that the District follows the authorization and notice and procedural requirements in Section 715.07, *Florida Statutes*; and

WHEREAS, the District desires to adopt its *Rule Relating to Overnight Parking and Parking Enforcement* (“Rule”), pursuant to the provisions of Sections 190.012, *Florida Statutes*; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt by resolution the Rule for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby adopts the Rule, attached hereto as **Exhibit A**.

SECTION 2. If any provision of this Resolution or the Rule is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 10th day of October, 2023.

ATTEST:

**WEST PORT COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT A

WEST PORT COMMUNITY DEVELOPMENT DISTRICT RULE RELATING TO PARKING AND PARKING ENFORCEMENT

In accordance with Chapter 190, Florida Statutes, and on October 10, 2023 at a duly noticed public meeting, the Board of Supervisors of the West Port Community Development District (“District”) adopted the following policy to govern parking and parking enforcement on certain District property.

1. **INTRODUCTION.** This Rule authorizes parking in designated areas and the towing/removal of unauthorized vehicles and vessels parked on certain West Port Community Development District (“District”) property designated as a “Tow-Away Zone,” which areas are identified as District Roadways.

2. **DEFINITIONS.**
 - a. **Vehicle.** A machine used for transporting people or goods, whether motorized or not (e.g., car, truck, motorcycle, etc.).

 - b. **Parked.** A vehicle or vessel left unattended by its owner or user.

 - c. **Tow-Away Zone.** District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action.

 - d. **District Roadways.** All District owned roadways within the District’s boundaries.

3. **DESIGNATED PARKING AREAS.** Vehicles and vessels may be parked on District property only to the extent set forth below:
 - a. **DISTRICT ROADWAYS.** Please refer to Chapter 316, *Florida Statutes*, and Chapters 16 and 22, Charlotte County Code of Ordinances, for laws related to authorized and unauthorized parking of vehicles or vessels on District Roadways. That said, and notwithstanding the foregoing, no parking is permitted on District Roadways at night-time (i.e., from 7 p.m. to 7 a.m.).

 - b. **DISTRICT COMMONS AREAS.** No parking is permitted on District property (other than District Roadways) at any time, except that vehicle parking is permitted for District staff and/or District contractors in connection with District business.

4. **ESTABLISHMENT OF DISTRICT TOW-AWAY ZONES.** All District property in which parking is prohibited as set forth in Section 3 herein, either entirely or during specific hours,

including all District Roadways, is hereby declared a Tow-Away Zone. To the extent that parking on District property is only prohibited during specific hours, that portion of District property shall only be considered a Tow-Away Zone during the period of time in which such parking is prohibited.

5. TOWING/REMOVAL PROCEDURES.

- a. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District’s Board of Supervisors and shall be posted on District property in the manner set forth in section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations in the areas identified in Section 4 herein, and shall identify the hours in which the area is designated as a Tow-Away Zone, if applicable, in accordance with section 715.07, *Florida Statutes*.
- b. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a vehicle or vessel, the District Manager must verify that the subject vehicle or vessel was not authorized to park under this rule during the period in question, and then must contact a firm authorized by Florida law to tow/remove vehicles and vessels for the removal of such unauthorized vehicle or vessel at the owner’s expense. The vehicle or vessel shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*.
- c. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District’s Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and vessels from the District’s Tow-Away Zones in accordance with Florida law and with the policies set forth herein.

- 6. PARKING AT YOUR OWN RISK.** Vehicles or vessels may be parked on District property pursuant to this rule, provided however that the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or vehicles or vessels.

Specific Authority: § 120.54, 190.011(5), and 190.041, *Florida Statutes*.

Effective date: October 10, 2023

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

8

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the West Port Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2023/2024 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT:

1. **ADOPTING ANNUAL MEETING SCHEDULE.** The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 10th day of October, 2023.

ATTEST:

WEST PORT COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Comp. Exhibit A: Fiscal Year 2023/2024 Annual Meeting Schedule

EXHIBIT "A"

WEST PORT COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>¹Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, Florida 33950</i>		
<i>²Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 10, 2023¹	Regular Meeting	12:30 PM
November 14, 2023¹	Regular Meeting	12:30 PM
December 12, 2023²	Regular Meeting	12:30 PM
January 9, 2024¹	Regular Meeting	12:30 PM
February 13, 2024²	Regular Meeting	12:30 PM
March 12, 2024²	Regular Meeting	12:30 PM
April 9, 2024²	Regular Meeting	12:30 PM
May 14, 2024¹	Regular Meeting	12:30 PM
June 11, 2024¹	Regular Meeting	12:30 PM
July 9, 2024¹	Regular Meeting	12:30 PM
August 13, 2024¹	Regular Meeting	12:30 PM
September 10, 2024¹	Regular Meeting	12:30 PM

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

9A

This instrument was prepared by:

(This space reserved for Clerk)

Kutak Rock LLP
107 W College Ave
Tallahassee, Florida 32301

QUIT CLAIM DEED

THIS QUIT CLAIM DEED is made to be effective as of the 31 day of August, 2023, by and between **KL JAK WP LLC**, a Florida limited liability company, with a mailing address of 105 NE 1st Street, Delray Beach, Florida 33444 ("**Grantor**"), and **WEST PORT COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Charlotte County, Florida, and whose mailing address is c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road Suite 410W, Boca Raton, Florida 33431 ("**Grantee**").

(Wherever used herein, the terms "Grantor" and "Grantee" include all of the parties to this instrument, the heirs, legal representatives and assigns of individuals, and the successors and assigns of trustees, partnerships, limited liability companies, governmental entities, and corporations.)

WITNESSETH

THAT GRANTOR, for good and valuable consideration to it in hand paid by Grantee, the receipt and sufficiency whereof are hereby acknowledged, hereby remises, releases and quit-claims to Grantee forever, all the right, title, interest, claim and demand which the Grantor has in and to the following described lot, piece or parcel of land, situate, lying and being in the County of Charlotte, State of Florida, and more particularly below ("**Property**"):

Tract R-1 (Public CDD Right-of-Way), as identified on the plat entitled, "LANDINGS AT WEST PORT" and recorded in the Public Records of Charlotte County, Florida at Plat Book 25, Pages 1A-1E.

Tracts R-1 and R-2 (Public CDD Right-of-Way), as identified on the plat entitled, "LANDINGS AT WEST PORT PHASE II" and recorded in the Public Records of Charlotte County, Florida at Plat Book 25, Pages 15A-15B.

Such conveyance is subject to all matters of record; however, reference hereto shall not operate to re-impose the same.

NOTE: This Quit Claim Deed is not intended to convey any improvements located on the Property or Easement areas, which improvements will instead be conveyed by separate bill of sale.

RESERVATION OF EASEMENT

Grantor hereby reserves unto itself and its successors and assigns, and Grantee by acceptance ~~hereby gives and grants~~ unto Grantor and its successors and assigns, non-exclusive easements for (i) ingress and egress over, upon and across the Property, (ii) together with the rights to install, maintain,

repair, plant, mow, cultivate, irrigate, improve and care for all landscaping, hardscaping, irrigation, lighting, and related improvements, and (iii) the right to maintain, repair and replace and improve any improvements now or hereafter located on the Property; provided, however, that Grantor's reservation of rights hereunder shall be exercised in a manner consistent with the District's capital improvement plan and the District's obligations under any applicable trust indenture relating to any bonds issued by the District to finance the improvements on the Property, and shall not be deemed to impose any obligations on Grantor to maintain, repair or replace any part of the Property or improvements located thereon.

[CONTINUED ON FOLLOWING PAGE]

IN WITNESS WHEREOF, Grantor has caused these presents to be executed to be effective as of the day and year first above written.

Signed, sealed and delivered in the presence of:

KL JAK WP LLC

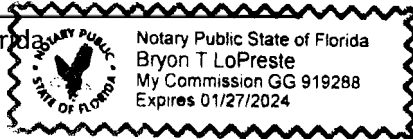
Andrew Hill
Print Name: Andrew Hill

By: James P. Harvey
Name: James P. Harvey
Title: Authorized Signatory

Bryon T. LoPreste
Print Name: Bryon T. LoPreste

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 31st day of August, 2023, by James P. Harvey, as Authorized Signatory of KL JAK WP LLC, on its behalf. Who is personally known to me or produced _____ as identification.

Bryon T. LoPreste
Notary Public, State of Florida


Note to Examiner: This instrument evidences a conveyance of an interest in unencumbered real estate as a gift and is exempt from Florida documentary stamp tax pursuant to Rule 12B-4.014(2)(a), Florida Administrative Code.

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

9B



Estimate

Date	Estimate #
9/26/2023	48447

Name / Address
West Port Community Development 2100 S. Hiawasse Road Orlando, FL 32835

PROJECT NAME / ADDRESS
KL West Port 2155 Centenial BLVD Front Entry

P.O. No.	Rep	Job Status
	Rob S	BIDDING

Item	#	Description	QTY	Unit	Cost	Total
06	1	West Port Large Monument - 776 and El Jobean Replacement side panel - Corten Steel panel approximately 12' feet x 10" in	1	LS	2,500.00	2,500.00

Total	\$2,500.00
--------------	------------

Signature

Paul Martin
Vice Chairman
2023.09.27 09:11:38 -
04'00'

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

9C



Invoice

#INV -7638

Date: 8/24/2023

Due Date: 9/23/2023

Bill To

West Port Community Development District FL
2300 Glades Road
Suite 410W
Boca Raton FL 33431
United States

Project: West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term

Contract: MSA - Grant Management and Debris Oversight Services

Task Order: TO-01: DR-4673 Grants Management

Period: June 1, 2023 through July 31, 2023

Item	Amount
Professional Services	\$2,557.50
Total	
	\$2,557.50

Please reference invoice number #INV -7638 on payment.

Remit checks to:

Rostan Solutions, LLC
3433 Lithia Pinecrest Rd
Suite 287
Valrico FL 33596
United States
accounting@rostan.com

Remit ACH to: Acct - 915063389 ABA/Routing - 021000021

Invoice Time Summary

Labor Position	Personnel	Rate	Hours	Amount
Consultant	Dina Groves	\$135.00	6.25	\$843.75
Consultant	Tyler Cheek	\$135.00	11.75	\$1,586.25
Admin Support	Jan P Gay	\$85.00	1.5	\$127.50
Total			19.5	\$2,557.50

Invoice Time Detail

Personnel	Client/Project	Date	Hours	Activity
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/6/2023	1.00	Meetings regarding the PA Program or overall damage claim
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/12/2023	1.00	Administrative coordination with project staff and resources
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/14/2023	.50	Meetings regarding the PA Program or overall damage claim
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/23/2023	1.00	Administrative coordination with project staff and resources
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/27/2023	1.00	Researching, reviewing, developing and supporting Federal/State documentation request
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	7/20/2023	1.25	Meetings regarding the PA Program or overall damage claim
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	7/26/2023	.50	Meetings regarding the PA Program or overall damage claim
Jan P Gay	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/22/2023	1.50	Provide ongoing project monitoring/reporting
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/6/2023	.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/14/2023	.25	Meetings regarding the PA Program or overall damage claim
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/14/2023	.75	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/14/2023	.25	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/16/2023	.25	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	6/28/2023	2.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	7/5/2023	.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	7/7/2023	.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	7/11/2023	1.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation

Personnel	Client/Project	Date	Hours	Activity
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	7/12/2023	3.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	7/20/2023	1.25	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	7/26/2023	1.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

9D



3330 36th. Ave. N. St. Petersburg, Fl. 33713

(727) 521-3320

Fax: (727) 521-6219

August 17, 2023

West Port Hoover Filter Cleaning

ATTN: Paul Martin

SERVICES

Irrigation Technical Services (ITS) hereby proposes to provide labor and components to clean pump station filter. ITS will –

- Disassemble all filter pods
- Remove all filter discs
- Soak discs in industrial grade CLR
- Pressure wash all discs
- Re-assemble discs and pods

WARRANTY


Material is warrantied per manufacturer’s warranty. Labor shall have a ninety (90) day warranty.

TERMS

Total price for the referenced work is \$3,074.70. Price is valid for 30 days.

Balance payable within thirty (30) business days of acceptance of the project’s completion. Failure to inspect and approve the project within 2 business days shall constitute acceptance.

ACCEPTANCE

 Paul Martin
 Vice President of Land
 Development
 2023.08.18 12:27:31 -04'00'

Owner/Agent

Irrigation Technical Services

Daniel R. Hodges – Pump and Controls Director 407-853-0324

West Port
 Community Development District



WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED FINANCIAL STATEMENTS

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
AUGUST 31, 2023**

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
AUGUST 31, 2023**

	General Fund	Special Revenue Fund	Special Revenue Fund Line of Credit	Debt Service Fund Series 2020	Debt Service Fund Series 2020 Assessment Area Two	Debt Service Fund Series 2021	Debt Service Fund Series 2022	Capital Projects Fund Series 2020	Capital Projects Fund Series 2020 Assessment Area Two	Capital Projects Fund Series 2021	Capital Projects Fund Series 2022	Total Governmental Funds
ASSETS												
Cash	\$ 401,765	\$ -	2,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 404,215
Investments												
Revenue	-	-	-	180,485	140,271	186,183	105,068	-	-	-	-	612,007
Reserve	-	-	-	195,785	198,243	270,920	80,698	-	-	-	-	745,646
Construction	-	-	-	-	-	-	-	36,726	3,509	-	2,355	42,590
Construction - townhomes	-	-	-	-	-	-	-	-	-	149	-	149
Construction - single family	-	-	-	-	-	-	-	-	-	519,960	-	519,960
Cost of issuance	-	-	-	5,993	10,423	10,420	10,387	-	-	-	-	37,223
Interest	-	-	-	414	64	64	23	-	-	-	-	565
Sinking	-	-	-	448	72	77	13	-	-	-	-	610
Undeposited funds	26,095	-	-	-	-	455	-	-	-	-	-	26,550
Accounts receivable - impact fees	-	-	-	-	-	-	-	-	-	22,955	-	22,955
Due from KL West Port	-	-	-	112,532	-	263,339	-	-	-	-	-	375,871
Due from Forestar	14,448	-	-	-	-	-	-	-	-	-	-	14,448
Due from KL JAK WP	-	-	-	-	-	144,592	10,424	-	-	-	-	155,016
Due from line of credit	2,500	-	-	-	-	-	-	-	-	-	-	2,500
Due from general fund	-	239,285	-	-	-	-	-	-	-	25,165	-	264,450
Due from debt service fund	-	-	-	-	12,636	-	-	-	-	-	-	12,636
Due from special revenue fund	26,520	-	-	-	-	-	-	-	-	-	-	26,520
Utility deposit	1,839	-	-	-	-	-	-	-	-	-	-	1,839
Total assets	<u>\$ 473,167</u>	<u>\$239,285</u>	<u>\$ 2,450</u>	<u>\$ 495,657</u>	<u>\$ 361,709</u>	<u>\$ 876,050</u>	<u>\$ 206,613</u>	<u>\$ 36,726</u>	<u>\$ 3,509</u>	<u>\$ 568,229</u>	<u>\$ 2,355</u>	<u>\$ 3,265,750</u>
LIABILITIES												
Liabilities:												
Accounts payable	\$ 1,504	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,504
Accounts payable on-site	6,929	7,562	-	-	-	-	-	-	-	-	-	14,491
Contracts payable	-	-	-	-	-	-	-	-	-	40,299	-	40,299
Retainage payable	-	-	-	-	-	-	-	40,978	-	487,453	-	528,431
Due to Developer	-	-	-	8,061	-	-	-	-	-	120	-	8,181
Due to general fund	-	26,520	2,500	-	-	-	-	-	-	-	-	29,020
Due to special revenue fund	239,285	-	-	-	-	-	-	-	-	-	-	239,285
Due to DSF - Series 2020 A- 2	-	-	-	12,636	-	-	-	-	-	-	-	12,636
Due to capital projects fund	25,165	-	-	-	-	-	-	-	-	-	-	25,165
Due to other	-	-	-	-	-	-	-	-	-	4,164	-	4,164
Accrued taxes payable	92	-	-	-	-	-	-	-	-	-	-	92
Developer advance - KL West Port	15,000	-	-	-	-	-	-	-	-	-	-	15,000
Total liabilities	<u>287,975</u>	<u>34,082</u>	<u>2,500</u>	<u>20,697</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>40,978</u>	<u>-</u>	<u>532,036</u>	<u>-</u>	<u>918,268</u>
DEFERRED INFLOWS OF RESOURCES												
Unearned revenue	-	-	-	-	107,609	-	64,751	-	-	-	-	172,360
Deferred receipts	14,448	-	-	112,532	-	407,931	10,424	-	-	22,955	-	568,290
Total deferred inflows of resources	<u>14,448</u>	<u>-</u>	<u>-</u>	<u>112,532</u>	<u>107,609</u>	<u>407,931</u>	<u>75,175</u>	<u>-</u>	<u>-</u>	<u>22,955</u>	<u>-</u>	<u>740,650</u>
FUND BALANCES												
Committed												
Debt service	-	-	-	362,428	254,100	468,119	131,438	-	-	-	-	1,216,085
Capital projects	-	-	-	-	-	-	-	3,509	13,238	2,355	-	19,102
Unassigned	170,744	205,203	(50)	-	-	-	-	(4,252)	-	-	-	371,645
Total fund balances	<u>170,744</u>	<u>205,203</u>	<u>(50)</u>	<u>362,428</u>	<u>254,100</u>	<u>468,119</u>	<u>131,438</u>	<u>(4,252)</u>	<u>3,509</u>	<u>13,238</u>	<u>2,355</u>	<u>1,606,832</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 473,167</u>	<u>\$239,285</u>	<u>\$ 2,450</u>	<u>\$ 495,657</u>	<u>\$ 361,709</u>	<u>\$ 876,050</u>	<u>\$ 206,613</u>	<u>\$ 36,726</u>	<u>\$ 3,509</u>	<u>\$ 568,229</u>	<u>\$ 2,355</u>	<u>\$ 3,265,750</u>

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ 517,205	\$ 515,405	100%
Landowner contribution - KL West Port	-	18,355	189,662	10%
Landowner contribution - Forestar	-	13,964	225,788	6%
Landowner contribution - KL JAX WP	-	7,578	36,126	21%
Lot closing	29,527	217,850	-	N/A
Developer contribution	-	26,831	-	N/A
Total revenues	<u>29,527</u>	<u>801,783</u>	<u>966,981</u>	83%
EXPENDITURES				
Professional & administrative				
Supervisors	215	861	4,306	20%
Management/accounting/recording	4,000	44,000	48,000	92%
Legal	1,466	35,901	25,000	144%
Boundary amendment	38	867	-	N/A
Engineering	-	-	3,500	0%
Audit	-	-	9,500	0%
Arbitrage rebate calculation	500	1,500	2,500	60%
Dissemination agent	333	4,750	5,000	95%
DSF accounting				
Series 2020 - AA1	458	5,042	5,500	92%
Series 2020 - AA2	458	5,042	5,500	92%
Series 2021 - AA1	458	5,042	5,500	92%
Series 2022 - AA4	458	5,042	5,500	92%
Series 2023 - AA2	-	-	5,500	0%
Trustee	3,500	14,000	17,500	80%
Telephone	17	183	200	92%
Postage	-	373	500	75%
Printing & binding	42	458	500	92%
Legal advertising	-	2,518	1,200	210%
Annual special district fee	-	175	175	100%
Insurance	-	5,563	5,500	101%
Property insurance	-	1,709	-	N/A
Contingencies/bank charges	-	547	1,200	46%
Website				
Hosting & maintenance	-	705	705	100%
ADA compliance	-	210	210	100%
Tax collector	-	10,344	10,738	96%
Total professional & administrative	<u>11,943</u>	<u>144,832</u>	<u>163,734</u>	88%

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
Field operations (shared)				
Management	-	20,532	40,000	51%
Accounting	667	6,000	8,000	75%
Stormwater management				
Lake maintenance	3,212	38,544	21,315	181%
Preserve maintenance	-	-	3,150	0%
Streetlighting	21,320	115,899	122,724	94%
Irrigation supply				
Maintenance contract	315	6,342	3,150	201%
Electricity	5,011	22,719	12,600	180%
Repairs and maintenance	-	-	2,625	0%
Effluent	4,006	35,391	52,600	67%
Monuments and street signage				
Repairs and maintenance	-	-	4,200	0%
Electricity	757	6,143	2,625	234%
Holiday decorating	-	-	10,000	0%
Landscape maintenance				
Maintenance contract	21,230	256,764	247,853	104%
Mulch	-	63,856	219,976	29%
Contingency	-	-	14,476	0%
Plant replacement	-	10,374	26,402	39%
Irrigation repairs	2,406	2,406	6,300	38%
Roadway maintenance	-	-	5,250	0%
Total field operations	<u>58,924</u>	<u>584,970</u>	<u>803,246</u>	73%
Total expenditures	<u>70,867</u>	<u>729,802</u>	<u>966,980</u>	75%
Excess/(deficiency) of revenues over/(under) expenditures	(41,340)	71,981	1	
Fund balances - beginning	212,084	98,763	2	
Fund balances - ending	<u>\$ 170,744</u>	<u>\$ 170,744</u>	<u>\$ 3</u>	

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
SPECIAL REVENUE FUND AREA 1
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ 213,264	\$ 212,529	100%
Landowner contribution - KL West Port	-	-	120,847	0%
Landowner contribution - KLP JAX WP	-	-	24,752	0%
Lot closing	14,153	102,298	-	N/A
Total revenues	<u>14,153</u>	<u>315,562</u>	<u>358,128</u>	88%
EXPENDITURES				
Management	-	7,209	15,000	48%
Property insurance	2,839	5,162	-	N/A
Landscape maintenance	16,248	98,169	97,917	100%
Plant replacement	-	10,332	10,000	103%
Mulch	-	14,634	65,683	22%
Irrigation repairs	341	1,733	8,100	21%
Streetlighting	-	400	153,600	0%
Accounting	283	3,117	3,400	92%
Hurricane clean-up	2,558	11,610	-	N/A
Total field operations	<u>22,269</u>	<u>152,366</u>	<u>353,700</u>	43%
Other fees & charges				
Tax collector	-	4,265	4,428	96%
Total other fees & charges	<u>-</u>	<u>4,265</u>	<u>4,428</u>	96%
Total expenditures	<u>22,269</u>	<u>156,631</u>	<u>358,128</u>	44%
Excess/(deficiency) of revenues over/(under) expenditures	(8,116)	158,931	-	
Fund balances - beginning	213,319	46,272	-	
Fund balances - ending	<u>\$ 205,203</u>	<u>\$ 205,203</u>	<u>\$ -</u>	

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
SPECIAL REVENUE FUND LINE OF CREDIT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year to Date
REVENUES		
Line of credit revenue	\$ 9,441	\$ 599,858
Interest and miscellaneous	-	5
Total revenues	9,441	599,863
EXPENDITURES		
Hurricane clean-up	9,441	583,558
Cost of issuance	-	16,300
Contingencies	-	55
Total field operations	9,441	599,913
Excess/(deficiency) of revenues over/(under) expenditures	-	(50)
Fund balances - beginning	(50)	-
Fund balances - ending	\$ (50)	\$ (50)

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2020 BONDS
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment: on-roll	\$ -	\$ 393,432	\$ 392,067	100%
Interest	1,583	15,747	-	N/A
Total revenues	<u>1,583</u>	<u>409,179</u>	<u>392,067</u>	104%
EXPENDITURES				
Debt service				
Principal	-	135,000	135,000	100%
Interest	-	249,148	249,148	100%
Total debt service	<u>-</u>	<u>384,148</u>	<u>384,148</u>	100%
Other fees & charges				
Tax collector	-	7,869	8,168	96%
Total other fees and charges	<u>-</u>	<u>7,869</u>	<u>8,168</u>	96%
Total expenditures	<u>-</u>	<u>392,017</u>	<u>392,316</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	1,583	17,162	(249)	
OTHER FINANCING SOURCES/(USES)				
Transfer out	-	(15,809)	-	N/A
Total other financing sources	<u>-</u>	<u>(15,809)</u>	<u>-</u>	N/A
Net change in fund balances	1,583	1,353	(249)	
Fund balances - beginning	360,845	361,075	317,415	
Fund balances - ending	<u>\$ 362,428</u>	<u>\$ 362,428</u>	<u>\$ 317,166</u>	

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2020 ASSESSMENT AREA TWO BONDS
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment: on-roll	\$ -	\$ 50,116	\$ 49,939	100%
Special assessment: off-roll	-	232,192	339,801	68%
Lot closing	-	21,936	-	N/A
Interest	1,447	10,426	-	N/A
Total revenues	<u>1,447</u>	<u>314,670</u>	<u>389,740</u>	81%
EXPENDITURES				
Debt service				
Principal	-	140,000	140,000	100%
Interest	-	249,025	249,025	100%
Total debt service	<u>-</u>	<u>389,025</u>	<u>389,025</u>	100%
Other fees & charges				
Tax collector	-	1,002	1,040	96%
Total other fees and charges	<u>-</u>	<u>1,002</u>	<u>1,040</u>	96%
Total expenditures	<u>-</u>	<u>390,027</u>	<u>390,065</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	1,447	(75,357)	(325)	
OTHER FINANCING SOURCES/(USES)				
Transfer out	-	(4,156)	-	N/A
Total other financing sources	<u>-</u>	<u>(4,156)</u>	<u>-</u>	N/A
Net change in fund balances	1,447	(79,513)	(325)	
Fund balances - beginning	252,653	333,613	331,782	
Fund balances - ending	<u>\$ 254,100</u>	<u>\$ 254,100</u>	<u>\$ 331,457</u>	

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment: on-roll	\$ -	\$ 256,228	\$ 255,332	100%
Special assessment: off-roll	2,398	202,305	281,189	72%
Lot closing	31,983	137,346	-	N/A
Interest	1,672	15,528	-	N/A
Total revenues	<u>36,053</u>	<u>611,407</u>	<u>536,521</u>	114%
EXPENDITURES				
Debt service				
Principal	-	200,000	200,000	100%
Interest	-	331,590	331,590	100%
Total debt service	<u>-</u>	<u>531,590</u>	<u>531,590</u>	100%
Other fees & charges				
Tax collector	-	5,125	5,319	96%
Total other fees and charges	<u>-</u>	<u>5,125</u>	<u>5,319</u>	96%
Total expenditures	<u>-</u>	<u>536,715</u>	<u>536,909</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	36,053	74,692	(388)	
OTHER FINANCING SOURCES/(USES)				
Transfer out	-	(5,679)	-	N/A
Transfers in	-	11,705	-	N/A
Total other financing sources	<u>-</u>	<u>6,026</u>	<u>-</u>	N/A
Net change in fund balances	36,053	80,718	(388)	
Fund balances - beginning	432,066	387,401	443,741	
Fund balances - ending	<u>\$ 468,119</u>	<u>\$ 468,119</u>	<u>\$ 443,353</u>	

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2022
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date
REVENUES		
Special assessment: off-roll	\$ -	\$ 19,828
Lot closing	-	115,073
Interest	486	4,036
Total revenues	486	138,937
EXPENDITURES		
Debt service		
Principal	-	35,000
Interest	-	85,398
Total debt service	-	120,398
Other fees & charges		
Transfer out	-	1,433
Total other fees and charges	-	1,433
Total expenditures	-	121,831
Excess/(deficiency) of revenues over/(under) expenditures	486	17,106
Fund balances - beginning	130,952	114,332
Fund balances - ending	\$ 131,438	\$ 131,438

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2020 BONDS
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date
REVENUES		
Interest and miscellaneous	\$ 152	\$ 1,254
Total revenues	152	1,254
EXPENDITURES		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	152	1,254
OTHER FINANCING SOURCES/(USES)		
Transfer in	-	4,104
Total other financing sources/(uses)	-	4,104
Net change in fund balances	152	5,358
Fund balances - beginning	(4,404)	(9,610)
Fund balances - ending	\$ (4,252)	\$ (4,252)

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2020 ASSESSMENT AREA TWO BONDS
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date
REVENUES		
Landowner contribution	\$ -	\$ 293,331
Interest	14	161
Total revenues	14	293,492
EXPENDITURES		
Capital outlay	-	78,432
Total expenditures	-	78,432
Excess/(deficiency) of revenues over/(under) expenditures	14	215,060
OTHER FINANCING SOURCES/(USES)		
Transfer in	-	4,156
Total other financing sources/(uses)	-	4,156
Net change in fund balances	14	219,216
Fund balances - beginning	3,495	(215,707)
Fund balances - ending	\$ 3,509	\$ 3,509

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2021
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date
REVENUES		
Impact fee credits	\$ 25,165	\$ 70,453
Interest	2,155	23,260
Total revenues	27,320	93,713
EXPENDITURES		
Capital outlay	3,504	202,433
Total expenditures	3,504	202,433
Excess/(deficiency) of revenues over/(under) expenditures	23,816	(108,720)
OTHER FINANCING SOURCES/(USES)		
Transfer in	-	5,679
Total other financing sources/(uses)	-	5,679
Net change in fund balances	23,816	(103,041)
Fund balances - beginning	(10,578)	116,279
Fund balances - ending	\$ 13,238	\$ 13,238

**WEST PORT
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2022
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date
REVENUES		
Interest	\$ 10	\$ 50
Total revenues	10	50
EXPENDITURES		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	10	50
OTHER FINANCING SOURCES/(USES)		
Transfer in	-	1,433
Total other financing sources/(uses)	-	1,433
Net change in fund balances	10	1,483
Fund balances - beginning	2,345	872
Fund balances - ending	\$ 2,355	\$ 2,355

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
WEST PORT
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the West Port Community Development District held Public Hearings and a Regular Meeting on August 8, 2023 at 12:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953.

Present were:

Candice Smith	Chair
Paul Martin	Vice Chair
Jim Manners	Assistant Secretary

Also present:

Kristen Suit	District Manager
Joe Brown (via telephone)	District Counsel
Matt Morris (via telephone)	District Engineer
Jillian Nehus	Evergreen Field Operations Management

Residents in attendance:

Daniel Chudrinsch	James Bugos Jr.	Jack Head	Connie Smith	John D. Moore
Robert Raspanti	Kayla Trautman	Barry Gibb	Arlene Monroe	Willy Monroe
Harry Alexander	Marti Downing	Jo Steele	Steve Brand	Barbara Brand
Nancy Wilson Head	Phyllis Stubbing	Hedy Levine	Steven Levine	Ben Martinez

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 12:48 p.m. Supervisors Martin, Manners and Smith were present. Supervisors Cotter and Meath were not present.

SECOND ORDER OF BUSINESS

Public Comments

Several residents asked for copies of the agenda and questioned why they were not mailed to their homes. Ms. Suit stated the agenda is posted on the CDD website at www.westportcdd.net and there is no requirement for CDD to mail physical copies of the agendas to homeowners.

40 Mr. Martin arranged to have copies made for the meeting and explained that the CDD is
41 a governmental entity and, similar to the Board of County Commissioner meetings, agendas
42 and related documents are available online. If agendas were mailed to residents, the expense
43 would be passed on to homeowners, via their assessments.

44 Ms. Suit and the Board Members introduced themselves and the entities they
45 represent.

46 Asked if meeting minutes are produced, Ms. Smith stated that the minutes, agendas,
47 the budget and all official records will be on the CDD website, which is ADA-compliant. She
48 stated that the Board will ask Ms. Nehus, who sends email communications for the HOA, to
49 include that information in her communications to the community.

50 Asked about the lights that were recently installed in front of resident homes, Ms. Smith
51 stated solar streetlight installations were approved by the Board months ago; it is a lease
52 program with a private utility company. The lights are within the public utility easement in front
53 of the homes.

54 A resident noted the high taxes in the area and asked for the difference between the
55 County and the CDD. Mr. Martin stated the CDD is in Charlotte County. The County provides
56 potable water and the sewer system and owns Centennial Boulevard and Westport Boulevard.
57 The remainder of the roads and irrigation pumps are owned by the CDD.

58 Asked why residents must pay Charlotte County if they had nothing to do with the
59 assessment increase, Mr. Martin explained that residents reside in Charlotte County and pay
60 property taxes to the County and pay assessments to the CDD, plus infrastructure that was put
61 in the Agreement the CDD has with Charlotte County to maintain the streetlights and the
62 landscaping on the roads.

63 Asked why residents are not notified of projects that they did not request, Mr. Martin
64 explained that the CDD is a natural Developer and it is the CDD's responsibility to install the
65 public and private infrastructure needed for the homes and the easements are in place for this.

66 A resident who was on a Board in New York State stated notifications and budgets were
67 sent and, in her opinion, there was full transparency unlike with the CDD. Mr. Martin stated
68 the CDD abides by the Florida Statutes and does everything according the Statutes.

69 A resident noted that several residents are new to Florida and asked for a brief history
 70 of how the CDD works. Mr. Martin explained that the CDD is a special taxing District that helps
 71 fund the infrastructure in the community and maintains all the stormwater drain systems
 72 throughout the CDD and the common area landscaping and monitors and maintains the nearby
 73 wetlands or preserves in accordance with the Environmental Resource Permit (ERP). He
 74 discussed the General and Special Revenue Funds, how the CDD was established, the budget,
 75 County ordinances, bond issuances, lot ownership, operations and maintenance (O&M)
 76 assessments, boundary expansion, how Board Members are appointed and the Board transition
 77 process from developer-controlled to resident-controlled.

78 Discussion ensued regarding line-of-sight (LOS) issues on the median on Centennial
 79 Boulevard and a lack of lighting on Centennial and 41.

80 Mr. Martin will have the trees trimmed back and the streetlights checked.

81

82 **THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to
 Supervisor Greg Meath [SEAT 1] (the
 following will be provided in a separate
 package)**

83
 84
 85
 86
 87 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and
 88 Employees**

89 **B. Membership, Obligations and Responsibilities**

90 **C. Financial Disclosure Forms**

91 **I. Form 1: Statement of Financial Interests**

92 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**

93 **III. Form 1F: Final Statement of Financial Interests**

94 **D. Form 8B: Memorandum of Voting Conflict**

95 This item was deferred.

96

97 **FOURTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year
 2023/2024 Budget**

98

99

100 **A. Proof/Affidavit of Publication**

101 B. Consideration of Resolution 2023-10, Relating to the Annual Appropriations and
102 Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending
103 September 30, 2024; Authorizing Budget Amendments; and Providing an Effective
104 Date

105

106 **On MOTION by Ms. Smith and seconded by Mr. Manners, with all in favor, the**
107 **Public Hearing was opened.**

108

109

110 Ms. Suit reviewed the proposed Fiscal Year 2024 budget and responded to questions
111 about the O&M and Debt Service assessments, Special Revenue Fund (SRF), General Fund (GF)
112 and the total assessments of \$2,488.51 per unit.

113 In response to a resident's question about the \$1,198.68 total assessment per unit
114 amount in Assessment Area Three, Mr. Martin stated that amount represented only O&M
115 because the bonds had not been issued for the lots when the Fiscal Year 2023 budget was
116 adopted. For Fiscal Year 2024, the assessment amount of \$2,488.51 includes both the O&M and
117 the debt service assessments, since bonds were issued.

118 Several residents think the Fiscal Year 2024 budget does not make sense and voiced
119 their opinions that it is unacceptable.

120 Mr. Martin explained that, in the prior year, for the Palms, which was still in the process
121 of being developed, the debt service payment was pro-rated because it was not a full year,
122 which is why the assessment amount was \$1,198.68 and no O&M was assigned to that.
123 However, for Fiscal Year 2024, the Debt Service amount of \$1,275.19, O&M for the GF amount
124 of \$612.41 and the SRF amount of \$600.41 are all factored into the total assessment amount.

125 Mr. Martin and Ms. Suit responded to questions regarding why The Cove homeowners
126 do not pay SRF assessments, the HOA, the builder contract, the \$600,000 loan for hurricane
127 expenses, Federal Emergency Management Agency (FEMA) reimbursement, why the budget
128 adoption meeting is in August and if assessments will decrease once all 1,800 homes are sold.

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130 **On MOTION by Ms. Smith and seconded by Mr. Manners, with all in favor, the**
131 **Public Hearing was closed.**

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On MOTION by Mr. Manners and seconded by Mr. Martin, with all in favor, Resolution 2023-10, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2023/2024, Pursuant to Florida Law

A. Proof/Affidavit of Publication

B. Mailed Notice(s) to Property Owners

Ms. Suit stated that Mailed Notices are sent only when there is an assessment increase.

C. Consideration of Resolution 2023-11, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Manners and seconded by Mr. Martin, with all in favor, the Public Hearing was opened.

Mr. Martin and Ms. Suit responded to questions about which expenses are included in the SRF and the GF, the apartments, the County, Westport Community Administration and the perceived inferior water quality in the Single-Family homes in The Palms.

On MOTION by Mr. Manners and seconded by Mr. Martin, with all in favor, the Public Hearing was closed.

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On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2023-11, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

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SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-12, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

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Ms. Suit presented Resolution 2023-12.

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On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2023-12, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was approved.

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SEVENTH ORDER OF BUSINESS

Ratification Items

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A. Rostan Invoice #7482

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B. Rostan Invoice #7485

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Ms. Suit stated Invoice #7482, for \$9,052, is paid out of the SRF and Invoice #7485, for \$9,441.25, was paid out of the \$600,000 line of credit.

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Mr. Martin stated Rostan is the FEMA-approved company engaged to manage the FEMA work being performed.

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On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Rostan Invoices #7482 and #7485, were ratified.

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204 C. Vision Landscape Services of Florida, Inc., Amended and Restated Landscape &
205 Irrigation Services Agreement

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207 On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the
208 Vision Landscape Services of Florida, Inc., Amended and Restated Landscape &
209 Irrigation Services Agreement, was ratified.

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212 EIGHTH ORDER OF BUSINESS

212 Consideration of Resolution 2023-13, to
213 Designate the Date, Time and Place of
214 Public Hearing and Authorize Publication
215 of Notice of Such Hearing for the Purpose
216 of Adopting a Rule Regarding District
217 Property and Trespass; and Providing an
218 Effective Date

219

220 Ms. Suit presented Resolution 2023-13, which relates to trespassing.

221

222 On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor,
223 Resolution 2023-13, to Designate October 10, 2023 at 12:30 p.m., at the
224 Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte,
225 Florida 33953, as the Date, Time and Place for a Public Hearing and Authorize
226 Publication of Notice of Such Hearing for the Purpose of Adopting a Rule
227 Regarding District Property and Trespass; and Providing an Effective Date, was
228 adopted.

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231 NINTH ORDER OF BUSINESS

231 Consideration of Resolution 2023-14, To
232 Designate the Date, Time and Place of a
233 Public Hearing and Authorization to
234 Publish Notice of Such Hearing for the
235 Purpose of Adopting Rules Relating to
236 Parking and Providing an Effective Date

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239 Ms. Suit presented Resolution 2023-14, which relates to parking enforcement.

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On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the Resolution 2023-14, To Designate October 10, 2023 at 12:30 at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953, as the Date, Time and Place for a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules Relating to Parking and Providing an Effective Date, was adopted.

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TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2023

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On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the Unaudited Financial Statements as of June 30, 2023, were accepted.

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ELEVENTH ORDER OF BUSINESS

Approval of May 9, 2023 Public Hearing and Regular Meeting Minutes

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On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the May 9, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.

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TWELFTH ORDER OF BUSINESS

Staff Reports

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A. District Counsel: Kutak Rock LLP

- **Letter of Intent SWFWMD ERP Permit Application – West Port Expansion Parcel**

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Mr. Brown stated the Letter of Intent involves the Southwest Florida Water Management District (SWFWMD) Environmental Resource Permit (ERP) Application deals with the West Port expansion parcel. The Boundary Amendment is in progress and, as part of the ERP process, the SWFWMD requires identification of the entity proposed to own and maintain the necessary components of the water system and the improvements identified in the permit.

274

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the Letter of Intent for the SWFWMD ERP Permit Application related to the West Port Expansion Parcel, was approved.

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B. District Engineer: Morris Engineering and Consulting, LLC

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281 There was no report.

282 **C. Field Operations: Evergreen Lifestyles Management, LLC**

283 Ms. Nehus reported the following:

- 284 ➤ Charlotte County was advised of the damaged signage due to a car accident.
- 285 ➤ She is working with Florida Power & Light (FPL) to have the tilted streetlights repaired
- 286 along Westport Boulevard and Centennial.

- 287 ➤ The monument and streetlight repairs on the main boulevard are underway.

288 Mr. Manners will have an electrician inspect the streetlight at 1010 Centennial
289 Boulevard.

290 **D. District Manager: Wrathell, Hunt and Associates, LLC**

- 291 • **NEXT MEETING DATE: September 12, 2023 at 12:30 PM**
- 292 • **QUORUM CHECK**

293 The September 12, 2023 meeting was cancelled.

294

295 **THIRTEENTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

296

297 There were no Board Member comments or requests.

298

299 **FOURTEENTH ORDER OF BUSINESS** **Public Comments**

300

301 In response to a question about why Field Operations personnel are far away, Mr.
302 Martin explained that Evergreen has corporate headquarters and most workers work remotely.
303 Ms. Nehus has many projects between the CDD and Sarasota. It is the nature of the industry for
304 Lifestyle Management companies. Most items are handled by the CDD, not the HOA.

305

306 **FIFTEENTH ORDER OF BUSINESS** **Adjournment**

307

308 **On MOTION by Mr. Martin and seconded by Ms. Smith with all in favor, the**
309 **meeting adjourned at 2:07 p.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

WEST PORT

COMMUNITY DEVELOPMENT DISTRICT

STAFF

REPORTS

WEST PORT COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

¹Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, Florida 33950

²Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 10, 2023¹	Regular Meeting	12:30 PM
November 14, 2023¹	Regular Meeting	12:30 PM
December 12, 2023²	Regular Meeting	12:30 PM
January 9, 2024¹	Regular Meeting	12:30 PM
February 13, 2024²	Regular Meeting	12:30 PM
March 12, 2024²	Regular Meeting	12:30 PM
April 9, 2024²	Regular Meeting	12:30 PM
May 14, 2024¹	Regular Meeting	12:30 PM
June 11, 2024¹	Regular Meeting	12:30 PM
July 9, 2024¹	Regular Meeting	12:30 PM
August 13, 2024¹	Regular Meeting	12:30 PM
September 10, 2024¹	Regular Meeting	12:30 PM